



KING COUNTY
ADMINISTRATIVE SPECIALIST II
DIVERSION (PARTNERSHIP FOR YOUTH JUSTICE) UNIT
KING COUNTY SUPERIOR COURT
Job Announcement: 04WM4641
Hourly Rate Range: \$15.30 – \$19.42
Open: 10/4/04 Close: 10/15/04

WHO MAY APPLY: This position is open to everyone on the King County payroll.

WHERE TO APPLY: Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C-911** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

FORMS AND MATERIALS REQUIRED: A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room C-911, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

WORK LOCATION: King County Superior Court/Juvenile Court Services located at 1401 East Jefferson Street, Seattle, WA 98122.

WORK SCHEDULE: This is a full-time position working a 36-hour work week. The hours of work are 8:00 a.m. to 5:00 p.m., with alternating 3-day weekends.

PRIMARY JOB FUNCTIONS: The Administrative Specialist II is responsible for performing clerical and administrative duties in the Central Diversion Services (CDS) unit. Responsibilities include providing information to clients and families regarding diversion hearings; screening cases to determine eligibility for diversion, answering a high volume of phone calls, locating difficult to find youth through various systems, providing information on established policies and procedures to internal and external customers by phone, in writing or in person; entering and updating data in multiple juvenile justice databases; collects, compiles and reports CDS and Partnership for Youth Justice statistics and providing backup support for other AS work when needed.

MINIMUM QUALIFICATIONS: A high school diploma or GED and two years experience in court office procedures and processes, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Must have demonstrated ability to communicate effectively with a wide range of people in a professional manner. Must have a working knowledge of computer software applications including Word, Access, Excel with the ability to create and maintain databases and spreadsheets.

NECESSARY SPECIAL REQUIREMENTS: Finalist must successfully pass a criminal background investigation and reference check.

UNION MEMBERSHIP: Positions in this classification are represented by Local 2084 of AFSCME.